

## Job Description

Job Title: Business Analyst (Accounting & Financial Operations)

### Purpose

The Business Analyst (Accounting) is responsible for analyzing financial data, accounting processes, and business performance to support strategic decision-making, operational efficiency, and financial control. The role bridges accounting, finance, and business operations by translating financial data into actionable insights, improving processes, and supporting management with accurate reporting and analysis.

### Key Responsibilities

#### Financial & Accounting Analysis

- Analyze financial statements, management accounts, cost reports, and budgets to identify trends, risks, and opportunities.
- Monitor revenue, expenses, margins, cash flow, and profitability across projects and business units.
- Support month-end and year-end closing activities through analysis and reconciliations.
- Assist in forecasting, budgeting, and variance analysis.
- Evaluate existing accounting and financial processes to identify inefficiencies, gaps, and control weaknesses.
- Recommend and support implementation of process improvements, automation, and system enhancements.
- Work closely with accounting, operations, and management to align financial data with business objectives.
- Prepare management reports on KPIs and performance.
- Support development and monitoring of performance indicators (financial and operational).
- Support implementation, optimization, and integration of accounting and business systems.
- Ensure data accuracy, consistency, and integrity across financial reports and tools.
- Support adherence to internal controls, company policies, and applicable accounting standards.
- Assist during audits by providing analysis, documentation, and explanations.
- Ensure financial practices align with regulatory and organizational requirements.

## Qualifications & Experience

### Education

- Bachelor's degree in accounting, Finance, Business Administration, or related field.
- CPA is required

### Experience

- Minimum **3–5 years** of experience in accounting, finance, or business analysis roles.
- Strong hands-on experience with accounting processes, financial reporting, and analysis.
- Experience working with cross-functional teams and senior management.

### Skills & Competencies

- Strong knowledge of accounting principles and financial reporting.
- Experience with QuickBooks online and desktop versions.
- Ability to build financial models, forecasts, and performance reports.
- Strong analytical and problem-solving abilities.
- Ability to interpret complex financial data and present clear insights.
- Commercial awareness and understanding of business operations.
- Strong written and verbal communication skills.
- High level of accuracy, integrity, and attention to detail.
- Ability to work independently and manage multiple priorities.